

# CITY OF DEXTER COUNCIL RULES

Adopted: April 1986  
 Amended: August 24, 1987  
 Amended: September 14, 1987  
 Amended: March 26, 1991  
 Amended: September 23, 1991  
 Amended: April 13, 1992  
 Amended: June 8, 1992

Amended: September 28, 1992  
 Amended: May 12, 2003  
 Amended: October 27, 2003  
 Amended: April 12, 2004  
 Amended: May 9, 2005  
 Amended: January 28, 2008  
 Amended: December 22, 2008

Amended: January 14, 2013  
 Amended: December 22, 2014  
 Amended: March 14, 2016  
 Amended: December 11, 2017  
 Amended: September 27, 2021  
 Amended: November 22, 2021

## **RULE 1: MEETING OF THE COUNCIL**

All meetings, regular and special, of the Council shall be held at City Hall, 3515 Broad Street. However, any meeting of the Council can be adjourned to another location in order to accommodate the public or other reasons as may be necessary.

The Council shall hold its regular meetings on the second and fourth Mondays of each month at 7:00 p.m..

Whenever a regular meeting falls on a legal holiday or Election Day, it shall be held on the following day (Tuesday) at 7:00 P.M., or as determined by Council with adequate public notice.

## **RULE 2: REGULAR MEETING AGENDA**

### **2.1 Preparation of agenda and materials**

The Mayor and City Manager or their designee shall prepare the agenda of business for regularly scheduled Council meetings. Any other member or representative of committees, boards or commissions desiring to place a matter on the agenda shall notify the Mayor and City Manager and/or other responsible administrative officers or employees at the City office of such items by 5 p.m. on the Monday preceding the next meeting. Items that are not received by the stated deadline shall not be considered by the Council except upon the unanimous consent of the members present.

### **2.2 Distribution of agenda and materials**

Upon completion of the agenda, the City Manager or their designee shall distribute the agenda and support materials, and post it to the website, on Wednesday prior to the next meeting. If the packet needs to be delayed, the Manager or other responsible administrative officer shall send an e-mail notification to the Mayor and Council. If a delay is necessary, the agenda shall still be posted online by the end of the day Wednesday. The City Manager and/or other responsible administrative officer or employee or designee at the City office may distribute such material by mail, email or personal delivery.

### **2.3 Order of Business**

The City Manager in accordance with the following shall prepare an agenda for each Council Meeting:

**A** CALL TO ORDER / PLEDGE OF ALLEGIANCE

**B** ROLL CALL OF MAYOR AND COUNCIL MEMBERS

**C** APPROVAL OF THE MINUTES

**D** PRE-ARRANGED PARTICIPATION

Pre-arranged participation will be limited to those who notify the City office before 5:00 p.m. Monday preceding the meeting, stating their name, intent and time requirements. (10-minute limit)

**E** APPROVAL OF AGENDA

**F** DECLARATION OF CONFLICTS OF INTEREST

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### **G** PUBLIC HEARINGS/SHOW CAUSE HEARINGS

Action on each public hearing or show cause hearing will be taken immediately following the Hearing.

### **H** NON-ARRANGED PARTICIPATION

Non-arranged participation will include those not listed on the printed agenda that wish to speak. A time limit of 5 minutes will apply, unless speaking for a bona fide group, in which case ten minutes shall be allowed. A notation will appear on the agenda. The Mayor, at his/her discretion, may call on members of the audience to speak at any time, or respond to their concerns. Any questions posed at this time will be responded to by the City Manager or his/her designee within 48 hours.

### **I** COMMUNICATIONS SPOKEN or WRITTEN

### **J** REPORTS

#### 1. CITY STAFF AND DEPARTMENTS – Written & Oral Reports

- a. Finance Director/Treasurer
- b. Public Services Superintendent
- c. Community Development Manager

#### 2. BOARDS AND COMMISSIONS

- a. Arts, Culture & Heritage Committee
- b. Chamber of Commerce
- c. Chelsea Area Planning Team/Dexter Area Regional Team (CAPT/DART)
- d. Dexter Area Fire Board (DAFD)
- e. Downtown Development Authority (DDA)
- f. Healthy Communities Committee/5-H
- g. Huron River Watershed Council (HRWC)
- h. Dexter District Library Board
- i. Parks & Recreation Commission
- j. Planning Commission
- k. Tree Board
- l. Washtenaw Area Transportation Study Committee (WATS)
- m. Washtenaw County Sheriff's Office
- n. Western Washtenaw Area Value Express (WAVE)

#### 3. SUB COMMITTEES

#### 4. CITY MANAGER/ASSISTANT TO THE CITY MANAGER REPORT

#### 5. MAYOR REPORT

#### 6. COUNCIL MEMBER REPORTS

### **K** CONSENT AGENDA

Bills & Payroll will be a standing item under Consent Agenda. Items under Consent Agenda are considered routine by the Council and will be enacted in one motion. There will be no separate discussion of these items, unless a Council Member so requests, in which event, the items will be removed from Consent Agenda and added to the regular agenda at the end of Old or New Business.

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### **L** UNFINISHED BUSINESS

This portion of the agenda is for action items postponed during a prior meeting.

### **M** NEW BUSINESS

This portion of the agenda is for consideration of action items as well as discussion of items not previously postponed by Council.

### **N** COUNCIL COMMENTS

This portion of the agenda is intended to provide elected officials and Council Student Representatives an opportunity to share comments that benefit the Council as well as the community. These will not be actionable items, except that issues may be referred to committee or placed on an upcoming agenda.

### **O** NON-ARRANGED PARTICIPATION

Non-arranged participation will include those not listed on the printed agenda that wish to speak. A time limit of 5 minutes will apply, unless speaking for a bona fide group, in which case ten minutes shall be allowed. A notation will appear on the agenda. The Mayor, at his/her discretion, may call on members of the audience to speak at any time, or respond to their concerns. Any questions posed at this time will be responded to by the City Manager or his/her designee within 48 hours.

### **P** CLOSED SESSION (IF REQUIRED)

### **Q** ADJOURNMENT

## **RULE 3: RECORD OF MEETINGS:**

### **3.1 Recording responsibility**

The Clerk shall be responsible for maintaining the official record and minutes of each meeting of the Council. The minutes shall include all the action of the Council with respect to motions. The record shall include the names of the mover and seconded and the vote of the Council. The record shall also state whether the vote was by voice or by roll call, and, when by roll call, the record shall show the “yes,” “no,” and abstention for each member. The Clerk shall be responsible for maintaining a written record of the summary of comments made by members of the public. The Clerk shall maintain copies of minutes, resolutions, and ordinances or other matters acted upon by the Council.

### **3.2 Requests for remarks to be included**

Any member of the Council may request to have their comments printed as part of the record. If there are no objections by any members of Council, the comments may be included. If there is an objection to such printing of the comments, the Council shall decide the matter by majority vote. Such comments to be included as part of the official record shall be provided in writing by the member or transcribed exactly by the Clerk.

### **3.3 Public Access to Meeting Records**

The Clerk shall make available to members of the public the records and minutes of official meetings in accordance with the Open Meetings Act.

### **3.4 Publication of minutes**

The Clerk shall be responsible for posting minutes as established by Council by Resolution.

## CITY OF DEXTER COUNCIL RULES

### **RULE 4: BEHAVIOR OF COUNCIL MEMBERS**

The Mayor or any Council Member may request a roll call of the Council, and the Clerk shall note the names of absentees. The Council shall take such action as it deems appropriate to reprimand Council Members absent without reasonable excuse.

The Council shall determine if the behavior of any of its members or any City Official present at the meeting is interfering with Council business. Upon concurrence of 2/3 (two-thirds = 5 votes if 7 members present, 4 votes if 6 members present, 4 votes if 5 members present) of Council, any member or official shall be excused from the Council meeting.

### **RULE 5: VOTING**

All votes of the Council shall be by roll call, except approval of the minutes, agenda, and adjournment. The Mayor shall be the last to vote on all roll call votes, and all other Council Members shall vote in random order. All Council Members shall vote on all matters before the Council unless a Council Member has a financial interest in any matter before the Council, in which case the Council Member shall not vote on the matter (abstain). For a motion or resolution to pass, it must receive a majority vote of the members of Council (minimum of 4 votes).

### **RULE 6: CONDUCT OF DISCUSSION – DEBATE**

During Council discussion and debate, no Council Member shall speak until recognized by the Mayor. Discussion and debate must be addressed to the Mayor, not to other Council Members or the public. Council Members shall confine their comments to the question at hand and avoid personalities and or character insults. Debate will be limited to voting members of Council and those participants recognized by the Mayor.

#### Conduct Norms

#### Council Members shall:

- Be prepared for the meeting and contact the City Manager to get questions answered prior to the meeting;
- Listen to one another;
- Debate issues not persons;
- Respect one another's views in spite of differences in opinion;
- Respect the fact that Council Members will not always agree on issues; indeed, the diversity of views and perspective may strengthen the decision-making process;
- Abide by the decision of the Council once a decision has been made;
- Resist the temptation, when you disagree with a decision, to try and undermine the decision; continuing concerns about a decision should be expressed privately.

### **RULE 7: PUBLIC HEARINGS**

Any citizen may address Council at a Public Hearing. The citizen must give their name and address to be recorded by the City Clerk. The citizen must limit their presentation to five minutes. Any citizen representing a bona fide group may speak for ten minutes.

### **RULE 8: RIGHT TO DELAY CERTAIN PROCEEDINGS**

No resolution or proceeding of the Council imposing taxes or assessments or requiring the payment, expenditure of money or property, or creating a debt or liability, shall be allowed at the same meeting at which it is introduced, if objection be made by one member, unless by a two-thirds vote of the members present. Any motion to adjourn shall always be in order, except when the last preceding business was a motion to adjourn. Motions (with a second) to adjourn, lay on the table, and limit debate shall be voted upon without debate.

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### **RULE 9: ORDER OF MOTIONS DURING DEBATE**

When any question is under debate, no motion shall be received but the following, and they shall have precedence in the order listed below:

MOTION TO ADJOURN  
 MOTION TO LAY ON TABLE  
 MOTION TO LIMIT DEBATE  
 MOTION TO POSTPONE TO A CERTAIN DAY  
 MOTION TO REFER TO COMMITTEE  
 MOTION TO AMEND  
 MAIN MOTION

### **RULE 10: MOTION TO LIMIT DEBATE**

At any time during a discussion or debate of a question, a Council Member may move to limit debate. This motion, after receiving the affirmative votes of at least two-thirds of the Council Members present will have the effect of limiting any member to speak for not more than one additional five-minute period on the basic question, provided that member has not spoken twice, in which case they may not speak again. This motion, upon being made and seconded, shall not be debated.

### **RULE 11: RECONSIDERATION OF QUESTION**

When a question has been taken, it shall be in order for any member voting with the prevailing side to move a reconsideration thereof at the same or next regular meeting, but no question shall be considered a third time.

### **RULE 12: ALTERING AND AMENDING COUNCIL RULES**

Council rules shall be reviewed and adopted within 60 days after the General Election and/or a change in the membership of the Council. Council-adopted rules may be altered or amended by a vote of a majority of the members if notice of the proposed change shall have been given at a preceding meeting of the Council and a written copy of the proposed change has been distributed to all members.

### **RULE 13: TAPING OF COUNCIL MEETINGS**

Any citizen may record a Council meeting by audio or video machines. All recording equipment or personnel shall be positioned in such a manner as to not interfere with the audience's view.

### **RULE 14: ABSENCE OF RULES**

In the absence of a Council rule, Robert's Rules of Order Newly Revised will prevail. An abbreviated version of Robert's Rules shall be made part of this document.

### **RULE 15: WAIVING COUNCIL RULES –SUSPEND RULES**

Any Council rule shall be waived by a two-thirds majority of the Council members present, unless the rule to be waived requires more than a simple majority of consent.

## CITY OF DEXTER COUNCIL RULES

### **RULE 16:     BOARDS & COMMISSIONS**

Council Members may serve as regular members of City Boards and Commissions. City Council shall, at a minimum, hold an Organizational Matters meeting following each election involving members of City Council and following the appointment of Council Members/Mayor to fill a vacancy. The Mayor shall nominate, and City Council shall confirm appointments discussed during the Organizational Matters meeting via the adoption of an updated Organizational Matters Resolution. Commissions will include, but not be limited to, the following:

Arts, Culture & Heritage Committee  
 Dexter Area Fire Department  
 Downtown Development Authority  
 Parks & Recreation Commission  
 Planning Commission  
 Zoning Board of Appeals

Appointments: The Mayor shall make appointments to all Boards and Commissions upon confirmation by a majority of City Council (at least 4 votes), with the exception of the Zoning Board of Appeals (ZBA). ZBA members shall be appointed by a majority of Council.

To avoid issues of incompatible offices or legal liability, other than the appointments under this section, the Mayor and Council Members will not be permitted to serve on Boards and Commissions as paid staff or contracted employees.

### **RULE 17:     FILLING VACANCY ON COUNCIL**

When an elected position becomes vacant for any reason the position shall be filled within 60 days, unless the term expiration date is within 90 days of the day the office is vacated (City Charter Section 5.05). In this case the position will remain open until the election. If the vacancy occurs in the office of Mayor, the Mayor Pro-Tem will serve as Mayor until the Council appoints a replacement. The appointment to fill the position of Mayor or Council Member shall proceed as below.

1. Officially vacate the Council Member position if required.
2. Provide adequate notification to the public regarding the open position through the city newsletter, a newspaper, the Internet, or any other means deemed appropriate.
3. The applicant will write a letter of intent or fill out an application in accordance with the advertised deadline, a copy of which will be provided to the Council in the Council packet.
4. At the next council meeting, the Mayor or Presiding Officer will announce all the applicants and provide copies of applications or letters of intent. At this meeting, City Council will also establish the terms of a public interview process for eligible applicants by majority vote.
5. City Council holds interviews of eligible applicants during one or more public meetings.
6. The Mayor or Presiding Officer makes a nomination from the applications received.
7. The nominee is then voted on.
8. If this nominee received four votes, he or she is then appointed and sworn into office.
9. In the event this nominee does not receive 4 votes, the process begins again at step 5.